

TRAVEL EXPENSE CLAIM

Traveler ID Unit Code

ORIGINALBK Trip? ☐ Yes ☐ No

STD. 262 (REV. 10/92)

210

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CLAIMANT'S NAME

Karen Baker

Fiscal Year

2008-2009

2008TEC1815

SSN OR EMPLOYEE NUMBER*

DEPARTMENT

OPR

POSITION

Secretary of Volunteering and

CB/ID NO.:

EXEMPT

DIVISION OR BUREAU

California Volunteers

PCA #

11100

RESIDENCE ADDRESS*

HEADQUARTERS ADDRESS

1110 K Street Suite 210

TELEPHONE NUMBER

916-323-7646

CITY

Sacramento

STATE

CA

ZIP CODE

CITY

Sacramento

STATE

CA

ZIP CODE

95814

(1) MONTH/YEAR

Apr 2010

(3)

LOCATION
WHERE EXPENSES
WERE INCURRED

(4)

LODGING

(5)

MEALS

BREAK-
FAST

LUNCH

O.T., LT,
N/C, RELO.
OR DINNER

(6)

INCIDENT-
TALS

(7)

TRANSPORTATION

(A) COST OF
TRANS.(B) TYPE
USED(C) CARFARE,
TOLLS,
PARKING(D) PRIVATE CAR USE
MILES AMOUNT

(8)

BUSINESS
EXPENSE

(9)

TOTAL
EXPENSES
FOR DAY

(2) DATE TIME

4/15 1700

Sac/SF

\$18.00

\$4.00

89

\$44.50

\$66.50

4/16 1600

SF/Sac

\$6.00

\$4.00

89

\$44.50

\$54.50

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

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\$0.00

\$0.00

(10)

SUBTOTALS

\$6.00

\$18.00

\$8.00

\$178

89

\$121.00

COLUMN CODE (ACCOUNT USE ONLY)

CLAIM TOTAL

\$

\$121.00

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)

Attended Presidio Event - Stayed overnight on their expense

(12) NORMAL WORK HOURS

(13) PRIVATE VEHICLE LICENSE NUMBER

4ybd289

(14) MILEAGE RATE CLAIMED

.50

AGENCY ACCOUNTING OFFICE
USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

\$0.50

THEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt usage.

(15) CLAIMANT'S SIGNATURE

DATE

4/27/10

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

4/30/10

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE